

Policies and Procedures for Circuit Criminal Division 11-A

Circuit Judge Tanya Davis Wilson

Courtroom 5F – Jon B. Morgan Osceola County Courthouse

VIRTUAL APPEARANCE (Florida Supreme Court Amendment to Rule 3.116 effective July 1, 2024)

For all Pre-trial matters of less than 30 minutes in which counsel would like to appear virtually, counsel must file a Notice of Intent to Participate Virtually which specifies the date, time, type of hearing and length of each scheduled hearing in which you wish to participate virtually.

The Notice must be efiled and a copy of the Notice showing the efiling date and time at the top must be received by the JA via email no later than 3pm the day prior to the scheduled hearing.

****Any motions that you plan to ask the court to consider including Motions to Continue, must be filed and a copy sent to the court along with a proposed order in Word format, by 3pm the day prior to your virtual hearing.****

<https://ninthcircuit.webex.com/meet/ctjutw1>

NOTE: In many instances, there are multiple matters set at the same time. The Court will address all matters in which counsel is physically present in the courtroom first. In order to avoid interruptions in the courtroom, all counsel connected on Webex shall mute themselves until the court calls their case or asks that they unmute their microphones.

HEARING SCHEDULING

All hearing requests shall be sent to the JA by email at ctjah3@ocnjcc.org

Your hearing request shall include a copy of the filed motion (pdf) along with a proposed order. The proposed order shall be in Word format to allow for the court to make changes and/or electronically sign.

Your email shall include the Defendant's name and case number in the Subject line. The body of your email shall indicate the type of Motion that you are requesting hearing time for as well as the length of hearing time being requested.

For Bond Motions or Motions relating to Termination of Probation, the State's position must be contained in the body of the motion.

Please note that at times there may only be one option of hearing time depending on the type of motion and the amount of time being requested in addition to the court's schedule. The JA will send you as many options as possible.

All hearing time must be coordinated with opposing counsel and the JA SHALL NOT be copied on any correspondence among counsel.

Please note that these hearings times are also being offered to other counsel for other cases and will be confirmed in the order in which they are received.

Once you have agreed upon a date and time, either counsel (but not both) shall email the JA to schedule the hearing. Opposing counsel must be copied on the email and it must state that the date and time selected has been agreed upon.

Note: Do not file your notice of hearing until you receive an email from me confirming the hearing time, as that time may no longer be available.

If your client/witness requires an interpreter, please put that information into your email selecting your hearing time. Putting it in your original email is not sufficient. It must be in your email to me selecting your hearing date and time.

Once the JA confirms that the coordinated hearing time is still available and schedules the same, you will receive an email advising that your hearing time is confirmed. Once you receive the confirmation email, you shall file your Notice of Hearing as soon as possible. If an interpreter has been requested, please notate this information in your Notice of Hearing.

PRETRIALS

All Motions to Continue must be filed and contain opposing counsel's position in the body of the motion as well as the date of the pretrial.

If there is no objection by opposing counsel, the filed motion along with a proposed order in Word format must be emailed to the JA no later than 3pm the day prior to the pretrial. Motions received after 3pm will not be reviewed and will have to be addressed with the Judge at the pretrial.

If opposing counsel objects to the continuance, there is no need to email it to the JA, as it will have to be argued before the court at the pretrial.

The JA is in court with the Judge at the pretrial. Please do not email the JA, as I will not be able to respond to your emails.